



Xerox State Healthcare 2 Pillsbury Street Suite 200 Concord, NH 03301

**To:** All Providers

**From:** Xerox and NH Medicaid

**Date:** September 2013

**Subject:** Change of Ownership

Enrolled providers that are undergoing any change in ownership should be aware that they need to disclose the change in ownership, in writing on provider letterhead, to the New Hampshire (NH) fiscal agent, Xerox. The issue of a change in ownership is addressed in both the NH Provider Participation Agreement (PPA) and in federal regulations.

The NH PPA clarifies the impact a change of ownership has on the agreement and enrollment:

“This agreement becomes effective as of the date of enrollment indicated on the returned copy of the Provider Participation Agreement, as authorized by NH Title XIX Program agent of the Department. I acknowledge that enrollment is not transferable and terminates upon date of sale of practice or ownership transfer.”

Federal regulations detailing disclosure requirements for Medicaid providers can be found in 42 CFR 455.100 through 455.106 at the following link. Please particularly note 42 CFR 455.104 which states:

“(c) When the disclosures must be provided. (1) *Disclosures from providers or disclosing entities.* Disclosure from any provider or disclosing entity is due at any of the following times:  
(iv) Within 35 days after any change in ownership of the disclosing entity.”

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=d79098ee26f348a1ab87837a3cd89e5d&rgn=div5&view=text&node=42:4.0.1.1.13&idno=42>

Please remember that any change in ownership will terminate the current NH PPA and the use of the NH Medicaid provider's ID number. The new owners should submit a provider enrollment application, along with required documents and a new PPA, to Xerox if they wish to participate in the NH Medicaid Program. The provider will then receive a new NH Medicaid provider ID number.

If you have any questions or concerns regarding this notice, please contact the Provider Relations Unit at (866) 291-1674.